

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF OCTOBER 7 – 11, 2013

MONDAY, OCTOBER 7, 2013

*5:30 pm	Executive Committee	Room 200, Northern Building 305 E. Walnut Street
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TUESDAY, OCTOBER 8, 2013

*11:00 am	Nicolet Federated Library System Personnel Committee	Third Floor, Central Library 515 Pine Street
*12:00 pm	Nicolet Federated Library System Board of Directors	Lower Level Meeting Room, Central Library 515 Pine Street

WEDNESDAY, OCTOBER 9, 2013

*5:00 pm	Public Safety Committee – Budget and Regular	Brown County Sheriff's Office 2684 Development Drive
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THURSDAY, OCTOBER 10, 2013

*5:15 pm	Human Services Board	Board Rm. A, Sophie Beaumont 111 N. Jefferson Street
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FRIDAY, OCTOBER 11, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, October 7, 2013

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of September 9, 2013.

Comments from the Public

Communications

1. Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Held for one month.*
 - a) Employee Handbook Section 34.03 Harassment and Discrimination in the Workplace.
2. Communication from Supervisor Erickson re: The possibility of having a clinic for county employees.

Vacant Budgeted Positions (Request to Fill)

3. Child Support – Child Support Clerk - Vacated 10/1/13.
4. Health – Public Health Nurse - Vacated 8/16/13.
5. Health – Public Health Sanitarian II - Vacated 8/19/13.
6. Human Services – Long Term Care Manager - Vacated 9/9/13.
7. Sheriff – Secretary III (DTF) (.60) - Vacated 9/11/13.
8. Technology Services – Office Manager I - Vacated 9/30/13.
9. Technology Services – Document Center Specialist - Vacated 11/1/13.

Legal Bills

10. Review and Possible Action on Legal Bills to be paid.

Reports

11. **County Executive Report.**
12. **Internal Auditor Report.**
 - a) 2012 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by Schenck. *Referred from September County Board.*
 - b) Budget Status Financial Report for August, 2013.
 - c) Quarterly Status Update (July 1 – September 30, 2013).
 - d) 2014 Proposed Audit Plan.

13. **Human Resources**
 - a) Brown County Employee Benefits Report 2014.

Resolutions, Ordinances

14. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.
15. Resolution re: Reclassification of Position Health Department Health Aide.
16. Resolution re: Reclassification of Information Services Director position.
17. Proclamation Declaring October 20-26, 2013 "Freedom from Workplace Bullies Week".

Closed Session

18. Labor Relations and Negotiations:
Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating collective bargaining agreements. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
19. Such other matters as authorized by law.
20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the Board of Trustees, **Personnel Committee** of the Nicolet Federated Library System will be held **Tuesday October 8, 2013 at 11:00 a.m.**, at the **Nicolet Federated Library System**, 515 Pine Street, Third Floor, Green Bay, WI 54301.

Personnel Committee Members:

Miriam Erickson, Ken Harter, Sandy Ryczkowski, Chris Wagner, Cheryl Maxwell

Other members: Agenda, for your information.

AGENDA

1. January 22, 2013 minutes.
2. Discuss NFLS 2014 Staff Compensation.
4. Discuss Director's Annual Performance Review.
5. Other Business.
6. Adjourn.

Miriam Erickson, Chair, Personnel Committee

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda.
Please call 448-4410 if you cannot attend this meeting.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, October 8, 2013 at 12:00 p.m.**, at the **Brown County Central Library Lower Level Meeting Room**, 515 Pine Street, Green Bay, WI 54301.

AGENDA

1. Welcome and Introductions.
2. Lunch
3. Agenda Revisions.
4. Open Forum.
5. August 13, 2013 minutes.
6. Reports:
 - 6.1 President – Cheryl Maxwell
 - 6.2 Treasurer - Sandy Ryczkowski
 - 6.3 Personnel Committee – Miriam Erickson
 - 6.4 Director – Mark Merrifield
7. OWLSnet Report – Gerri Moeller
8. System Configuration Update.
9. 2014 Proposed Budget.
10. NFLS 2014 Annual Plan of Service.
11. New business.
12. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.
Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:
Minutes 8/13/13
Rev & Exp: July & Aug

Director's Report
Proposed 2014 Budget
Annual Plan of Service

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Tim Carpenter, Vice Chair
Bill Clancy, Andy Nicholson, Guy Zima

PUBLIC SAFETY COMMITTEE

Wednesday, October 9, 2013

5:00 p.m.

Brown County Sheriff's Office
2684 Development Drive
Green Bay, WI

**** NOTE TIME & LOCATION ****

**** PLEASE BRING BUDGET BOOK ****

**(COMBINED OCTOBER REGULAR AND
NOVEMBER BUDGET MEETING)**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE
ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 4, 2013.

Comments from the Public.

**** Please Note:** The budget portion of the agenda will go before the November 6th Board of Supervisors meeting.

**** BUDGET REVIEW ****

REVIEW OF 2014 DEPARTMENT BUDGETS

1. **District Attorney:** Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process.
(District Attorney)
2. **Medical Examiner:** Review of 2014 department budget.
3. **Court System:** Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process.
(Circuit Courts)
 - b. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process.
(Clerk of Courts)
4. **Public Safety Communications:** Review of 2014 department budget.
5. **Sheriff:** Review of 2014 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2014 Budget Process.
(Sheriff's Department)

NON-BUDGET ITEMS

Review Minutes of:

6. Fire Investigation Task Force Board of Directors (June 20, 2013).

Communications

7. Communication from Supervisor Nicholson re: Review a possible contract between Brown County Sheriff's Department and Brown County Housing Authority/ICS to assist with Home Inspections with possible action. *Held for one month.*

Resolutions

8. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.

Medical Examiner

9. Medical Examiner Activity Spreadsheet for August and September, 2013.

Courts, Commissioner, Probate

10. Budget Status Financial Report for August, 2013.

Clerk of Courts

11. Budget Status Financial Report for August, 2013.

Public Safety Communications

12. Budget Status Financial Report for August, 2013.
13. Resolution re: Change in Table of Organization Public Safety Communications Telecommunication Operator I.
14. Director's Report.

Sheriff

15. Budget Status Financial Report for August, 2013.
16. Budget Adjustment Request (13-79): Increase in expenses with offsetting increase in revenue.
17. Budget Adjustment Request (13-82): Increase in expenses with offsetting increase in revenue.
18. Budget Adjustment Request (13-88): Increase in expenses with offsetting increase in revenue.
19. Sheriff's Report.

District Attorney – No agenda items.

20. Audit of bills.
21. Such other matters as authorized by law.
22. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD
Thursday, October 10, 2013**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of September 12, 2013 Human Services Board Meeting.
4. Executive Director's Report.
5. Veteran's Treatment Court.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



OCTOBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Ed & Rec Cmte 5:30pm	4	5
6 	7 Executive Cmte 5:30 pm	8	9 Public Safety Reg & Budget 5:00 pm @ Sheriff's Office	10	11	12
13 	14	15 Vets Recognition Subcommittee 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20 	21	22 Ed & Rec Reg & Budget 5:30 pm	23 Human Svc Reg & Budget 6 pm @ ASPIRO	24 Admin Reg & Budget 5:00 pm	25	26
27	28 Land Con 5:30 pm Plan Dev & Trans Reg & Budget	29 Executive Cmte Budget Mtg 5:30 pm	30 Special Board of Sup Grievance Hearing	31 		

NOVEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 	5	6 Board of Sup Budget Mtg 9:00 am	7	8	9
10 	11	12	13 Special Board of Sup Grievance Hearing	14 Veto Session 6:00 pm	15	16
17 	18	19 Vets Recognition Subcommittee 5:00 pm	20	21	22 County Board Office Closed	23
24 	25 Land Con 6 pm Plan Dev & Trans 6:30 pm	26 Land Con 6 pm Plan Dev & Trans 6:30 pm	27 Human Svc 6:00 pm	28 	29	30

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (September 26, 2013)
- Community Options Program Planning Committee (September 30, 2013)
- Solid Waste Board (July 22, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

September 26, 2013

PRESENT: Tom Diedrick, Keith Pamperin, Larry Epstein, Pat Hickey, Joan Swigert, Melanie Maczka, Beth Relich, Donajane Brasch, Marvin Rucker

EXCUSED: Barbara Robinson, Steve Daniels, Lisa Van Donsel

ALSO PRESENT: Christel Giesen, Debra Bowers, Arlene Westphal, Sandy Groeschel, Laurie Ropson, Megan Perkins, Kelly Rundberg, Diana Brown

The meeting was called to order by Chairperson Diedrick at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by those present.

ADOPTION OF AGENDA: Mr. Pamperin/Ms. Brasch moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUG. 22, 2013: Ms. Relich/Ms. Maczka moved to approve the minutes of the regular meeting of August 22, 2013.

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

- A. **REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers reviewed the August 2013 Financial Highlights (enclosure) indicating a positive budget variance, with estimated end-of-year Medicaid Administrative Fund Revenues to be \$75,000 over budget, and a budget savings in our Meal Program of \$98,000.

Mr. Pamperin/Mr. Epstein moved to approve and place on file the August 2013 Financial Report. **MOTION CARRIED.**

- B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Ms. Bowers reported no Restricted Donations were received in August and reviewed restricted expenditures.

Ms. Brasch/Ms. Swigert moved to approve and place on file the Restricted Donations Report. **MOTION CARRIED.**

PCARD: NEW PROCESS AND AGREEMENT: Ms. Bowers referred board members to the service agreement with JP Morgan Chase (enclosed) and the explanation of information on the P-Card from the Brown County Website (enclosed). She explained that the County has been successfully using the P-Card system for approximately 3 years. Cheryl Corbeile, Brown County Purchasing Manager, has been instrumental in the implementation process and will

also be providing training for cardholders as well as the accounting functions. Ms. Bowers identified the efficiencies of the P-Card System and the probability of capturing an estimated \$5,000 to \$7,500 in rebates.

Discussion of potential risks for fraudulent activities and the need for controls to be in place occurred. Ms. Bowers explained that in our agreement we have insurance coverage for fraudulent transactions and the P-Card System has strong process controls. Ms. Bowers will explore any process deficiencies identified within the county so that appropriate controls are implemented.

Mr. Pamperin/Sup. Clancy moved to move forward with the implementation of the P-Card Process. **MOTION CARRIED.**

STAFF REPORT: SANDY GROESCHEL, NUTRITION PROGRAM: Ms. Groeschel noted that the Nutrition Program is preventative in nature and its main goal is to enable people to stay in their home as long as possible. In addition to providing a daily balanced meal, the program is a source of socialization for both the congregate and homebound meal recipients, and often serves as an entry point to offer other services. Ms. Groeschel discussed program detail related to consumers served, meals ordered, and program efficiencies (report enclosed).

The presentation also highlighted:

- The importance of volunteers. In 2012, for example, 300 volunteers donated more than 20,000 hours of service.
- The Request for Proposal process will begin in the spring of 2014. We will be offering vendors the opportunity to bid on the entire program or a portion of it for the 2015-2017 contract

2014 initiatives include: establishing a Nutrition Advisory Council, modernizing the meal sites, and increasing participation at all meal sites, especially the rural areas.

Ms. Groeschel provided a copy of a booklet of consumer testimonials related to the Homebound Meal Program. She presented one to each volunteer during National Volunteer Week to let them know that their time and talents are appreciated by those they serve. Ms. Groeschel shared that the booklet and noted that it has also been useful in advocating for the Nutrition Program with legislators.

An inquiry was made regarding assigning a value to volunteer hours. Ms. Bowers explained that the value of volunteer hours is recorded on a quarterly basis as an Older Americans Act Program requirement. The value of the first two quarters of 2013 is over \$169,000.

HOLIDAY MEETING, DEC. 10TH: 11:00 ADRC MEETING. 12:00 LUNCH & EDUCATIONAL PROG: Mr. Diedrick announced that we will combine our November and December meetings

into a holiday meeting and luncheon on December 10th (see enclosed and note date change from the calendar of scheduled meetings).

Ms. Giesen noted that we will have the opportunity to recognize two of our board members, Ms. Brasch and Sup. Clancy, who will have completed their term.

ORGANIZATIONAL CHART, STAFF CLASSIFICATION LIST: Ms. Giesen referred to the updated Organizational Chart (enclosed) which includes new positions and titles explaining that the back of the Chart depicts our relationship with Brown County.

Ms. Giesen reviewed the 2014 Employee Detail handout (enclosed) as requested at the last board meeting. This detail is a direct result of the significant reaction from the board at the last meeting acknowledging staff commitment over the past several years with no pay increases. The report demonstrates the cost to implement a 1% pay increase.

NEW I&A INTRODUCTIONS AND NEW ROLES: Recently hired Information & Assistance Specialists, Kelly Rundberg and Megan Perkins, introduced themselves and shared information related to their education and work experience.

FAMILY CARE UPDATE: Ms. Giesen distributed a legislative alert requesting support for a bill related to the expansion of Family Care. Mr. Diedrick noted that it is likely a decision related to the expansion of Family Care will be made in the next several months.

DIRECTOR'S REPORT: Ms. Giesen requested board feedback on the electronic transmittal of the board packet. The consensus was to send the board packet electronically each month and have hard copies available at the meeting. Ms. Westphal will contact board members to verify their preference. If anyone requests a hard copy be mailed, she will do so.

- A. **BOARD LIST & CONTACT INFO:** A board listing and additional contact information for staff was included in the board packet.
- B. **BUDGET UPDATE:** Ms. Giesen explained the County Executive Budget includes a proposed 1% increase for employees; and, has increased the levy in the ADRC Budget, accordingly.

The County Executive is also proposing a one-time merit increase not to exceed 1%. The ability for the ADRC to implement a similar merit increase will be based on the ADRC financial position. The board discussed the pros and cons of merit awards, encouraged ADRC to fully explore potential ramifications, and include staff in the development of the criteria.

LEGISLATIVE UPDATE: None

ANNOUNCEMENT: The following announcements were made:

- Ms. Giesen encouraged people to attend the Wellness Studio Open House on October 22 and 23.
- Ms. Brasch announced the NAMI Walk being held at Green Isle Park this Saturday.
- Ms. Relich also announced the 16th Annual ASPIRO Awareness Walk this Saturday.
- Sup. Clancy noted the Askeaton Pumpkin Growers will hold their “Weigh In” at Rocky Top on Saturday.

NEXT MEETING – OCT. 24, 2013. The next Board of Director’s Meeting is scheduled for October 24, 2013. There may be a Nomination/HR Meeting prior to the Board Meeting and board members were reminded to watch their agendas.

ADJOURN: Ms. Relich/Mr. Pamperin moved to adjourn the meeting. **MOTION CARRIED.** There being no further business, the meeting adjourned at 10:00 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, September 30, 2013 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Mary Hansen, Patricia Hickey, Sandy Juno, Cathy Williquette-Lindsay, Chua Xiong and Lori Weaver

Absent: None

Excused: Mary Schlautman

Others Present: Mary Rasmussen of BCHSD

Co-Chairperson Helen Desotell called the meeting to order at 8:33 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Hickey moved to approve the agenda as mailed. Ms. Juno seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Williquette-Lindsay moved to approve the July 22, 2013 minutes as mailed. Ms. Xiong seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Ms. Weaver addressed Rolf Hanson’s latest NEW FC Report to the Northeast Wisconsin Region, dated September 10, 2013. It appears as if things are moving along. The Department of Health Services will be submitting a report to the Legislative Joint Finance Committee by December 14, 2013. Mr. Hanson has been working on various projects related to planning grant deliverables: focus on the operation planning steering team, developing a plan for the infrastructure with milestones, and developing a plan for working with counties and tribes on transitioning current Legacy Waiver participants and individuals on waiting lists to Family Care.

Ms. Hickey asked if DHS makes the decision as to who will administer Family Care as an HMO. Ms. Weaver said she is not sure. Ms. Hickey went on to say that Aspiro and other sheltered employment facilities are being threatened with closure and elimination based on an action being taken currently in New York. She said bureaucrats seem to be making all the decisions and there don’t seem to be alternative plans to replace services like sheltered employment. It is very alarming as a parent and advocate because places like Aspiro are “umbrellas” for other valuable and cost-effective programs. Ms. Hansen added that CIP and children’s waiver clients are affected by this as well and it all intermingles with adult long term care. Ms. Hickey also commented that the Family Care philosophies of client self-determination and relying more on natural supports will be challenged with more expectations placed on these supports if programs like Aspiro are eliminated.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – September 30, 2013

COP High Cost – Ms. Weaver said we have approximately half of the \$50,000 allotment for the calendar year spent, and there are several requests in the works. We have taken steps to ensure that we don't overspend, which was the case last year.

Significant Proportions – Ms. Weaver said we are still just shy of the state's 57% elderly goal. Attrition is an issue, especially with the elderly population, as is finding enough home health care providers for clients. We are maximizing CBRF-contracted agencies and are being creative with other available, though limited, community-based resources.

Staff Update – Currently there are 18 case managers in the COP unit, two of whom are LTE employees. Due to high caseload sizes, some workers feel they are not always able to meet critical client needs. There is a plan to reduce caseload sizes to help remedy this, however one case manager is currently on a leave which brings current caseload sizes up to 47 per worker.

Wait List – We have assigned 210 cases so far this year as compared with 183 from October, 2012. The wait list now consists of 210 elderly and 329 physically disabled individuals. We receive an average of 28 new cases from the ADRC each month, compared with an average of 25 last year. Ms. Weaver shared a success story involving an elderly husband and wife both assessed for COP and found eligible.

CIP Update – Ms. Hansen said there are 84 individuals on the DD wait list currently and of these 47 are "at large." We continue to maintain these people but services are limited. There are approximately 14 people transitioning to CIP from the children's waiver unit.

MOTION: Ms. Hickey moved to approve the update reports and place them on file. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

CLOSED SESSION

Ms. Desotell read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

MOTION: Ms. Williquette-Lindsay moved to go into closed session. Ms. Hickey seconded. Ms. Desotell conducted a roll call vote. Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Ms. Williquette-Lindsay, Aye, Ms. Xiong, Aye. Motion carried.

MOTION: Ms. Williquette-Lindsay moved to go back into regular open session. Ms. Juno seconded. Ms. Desotell conducted a roll call vote. Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Ms. Williquette-Lindsay, Aye, Ms. Xiong, Aye. Motion carried.

During the closed session the Committee made the following decisions:

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – September 30, 2013

7A – 7D) Four CBRF variance requests for placement at Artisan CBRF

MOTION: Ms. Williquette-Lindsay moved to approve the variance requests. Ms. Juno seconded. Motion carried unanimously.

7E – 7F) Two CBRF variance requests for placement at Anna's House and Bornemann CBRFs (for information purposes only – no vote required)

MOTION: Ms. Williquette-Lindsay moved to adjourn. Ms. Hickey seconded. Motion carried unanimously. The meeting adjourned at 8:56 a.m.

Respectfully submitted,
Mary Rasmussen

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **July 22, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:32 pm.

2. Roll Call

Present: John Katers, Chair
Mark Vanden Busch, Vice-Chair
John Kennedy
Norb Dantine, Treasurer
Dave Landwehr
Ray Kopish

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW
Craig Berndt, Village of Allouez

Excused: Lisa Bauer-Lotto
Mike Van Lanen
Bud Harris

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

4. Approval/Modification – Meeting Minutes of June 17, 2013

A motion to approve the minutes was made by Ray Kopish and seconded by John Katers. Unanimously approved.

5. 2014 Budget – Request for Approval

The budget discussion began with the memorandum to members of the Harbor Commission, Solid Waste Board, and Planning, Development & Transportation Committee

about highlighted changes. Under Solid Waste, the proposed budget includes the three-tiered tipping fees for customers which have less than CPI annual increases. Some of these changes include; an increase the minimum delivery charge at the Transfer Station from \$10.00 to \$12.00, Outagamie County landfill tipping fee is estimated to increase by \$1/ton, the Household Hazardous Waste cost center will be covered by recycling revenue, the Solid Waste area in 2014 will operate at cost, efforts are underway to financially analyze the future costs of the South Landfill and the long-term care costs of the East and West Landfill, the BOW Single Stream Facility will expand its operation by adding a second shift and accept recycling of plastics 3-7 and aseptic packaging. The Department is going through a reorganization and the proposed name will be Brown County Port and Resource Recovery Department. The other budget areas discussed included the performance measures, policy initiatives, rates and fees, department of organization, 2014 budget allocations, statement of funds, 2014 budget grant detail, and the 2013 Adopted Budget/2014 Proposed Budget spreadsheet.

A motion to approve the 2014 Budget was made by John Katers and seconded by Norb Dantinne. Unanimously approved.

6. Strategic Communication Plan (RFP) – Request for Approval

The Department has done two three-year public communications plans on the Port side and decided to add some activities on the Solid Waste side. Leonard & Finco Public Relations is our current service provider. The Request for Proposals (RFP) is requesting proposals for a Strategic Public Communications Plan for both the Port of Green Bay and the Solid Waste operations. The contract will be for a base term of three years with a 30 day termination notice at the discretion of Brown County. RFP's are first approved by the County Board, go out to solicit vendors, and then a review team will select the vendor.

A motion to approve the Strategic Communication Plan (RFP) was made by Ray Kopish and seconded by Norb Dantinne. Unanimously approved.

7. BOW Recycling Facility 2nd Shift – Update

Second shift is moving forward with approvals and is partially up and running with existing staff and contracted labor. The next step is when the equipment of the second baler comes in to get that set up and fully staffed.

8. Green Box/RGEN MRF Rental – Update

Three vendors had bid on the equipment as scrap metal along with RGEN. The bid was awarded to RGEN for \$15,000. The equipment will be picked up in a couple of days.

Brown County is evaluating lessors for the back end of the MRF building, but will not make any decision until after the BOW Sloan Vasquez storage capacity analysis is completed.

9. Director's Report

The Solid Waste Area Financial Status Report for June was given out at the board meeting. Revenues and Expenses are on track.

10. Such other Matters as Authorized by Law

There will not be an August Solid Waste Board meeting unless something comes up.

Starting in September, John Katers will resume teaching and Solid Waste Board meeting will start at 2:00pm

11. Adjourn

A motion to adjourn the meeting was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

Meeting adjourned at 2:26 pm.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department